



CITY OF BURBANK

APPLICATION FOR APPOINTMENT TO CITY TREASURER

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Mr./Ms./Mrs. Borders Darrin Garret
Name _____
(Last) (First) (Middle)

Resid-
Addr _____

Resident of Burbank for 45 Years Burbank Registered Voter: Yes ☒ No ☐

Fax No. N/A E-Mail Address: _____

****Pursuant to Charter Sections 800 and 810, no person shall be eligible to be City Treasurer unless he/she is an elector of and actually lives in the City.**

Education:

SCHOOL	MAJOR	GRADUATION DATE & DEGREE
Los Angeles Pierce College	Liberal Arts	1999 AA
University of Phoenix	Business - Information Technology	2002 BS

Additional Pertinent Courses or Training: I've completed 27 semester units at CSUN towards a Master of Public Administration degree.

Other Pertinent Skills, Experience or Interests: Please see attached.

Employment Information:

Present Occupation: Library Assistant

Name of Firm: City of Burbank

Address: 300 N. Buena Vista St. Burbank, CA 91505

Telephone: 818-238-5622

Specify current or prior service on a City Board, Commission or Committee:

Please see attached.

APPLICANT'S NAME: Borders, Darrin Garret

List community activities in which you are involved:

Please see attached.

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position:

Please see attached.

What are your goals in serving as the City Treasurer?

Please see attached.

PLEASE NOTE THAT THIS APPLICATION BECOMES PUBLIC INFORMATION AND MAY BE AVAILABLE ON THE CITY'S WEBSITE.

I, _____, certify that the information on this application and any accompanying documents is true and correct to the best of my knowledge.

6-1-12

Date

You are encouraged to attach additional pages, enclose a copy of your resume or submit supplemental information which you feel may assist the City Council in the evaluation of your application.

When completed mail/submit original to:

Office of the City Clerk
City of Burbank
275 East Olive Avenue
Burbank, California 91502

APPLICANT'S NAME: Borders, Darrin Garret

Other Pertinent Skills, Experience or Interests:

I have taken several workshops through the International Foundation (IF) and Credit Union National Association (CUNA) on various compliance and regulatory requirements relating to Benefits (IF) and Banking (CUNA). Additionally, I've attended conferences and seminars aimed at educating Trustees with fiduciary responsibilities.

Specify current or prior service on a City Board, Commission or Committee:

I have not served on a City Board or Commission nor have I served on a Council appointed committee. However, I do currently sit on the City of Burbank's Retirement Plans committee as well as being a Trustee on the Burbank Employees Retiree Medical Trust.

List community activities in which you are involved:

I currently serve on the Supervisory Committee of the Burbank City Federal Credit Union and as Board Member and Treasurer for both the Burbank Boys & Girls Club of Burbank and the Burbank City Employees Association (BCEA). I've recently joined the Burbank Noon Rotary and I remain active in the Leadership Burbank Alumni Association.

Describe any qualification, experience, and education, as well as any technical or professional background you may have relative to the duties of this position:

I have a combination of fiduciary, administrative, budget and oversight experience relative to this position. As a legal fiduciary on the Burbank Employee Retiree Medical Trust (since 2006) as well as the Burbank Retirement Plans Committee (since 2008), I routinely examine and evaluate investment reports and give input on potential changes. Administratively, I've supervised a clerical staff of 14 for the Burbank Libraries plus an additional 50 adult and student volunteers. I've taken Master level courses in Public Administration at CSUN and for five years I ran a non-profit labor organization (BCEA) which included 3 staff members and a seven person Executive Board. As treasurer, I have been responsible for a revenue budget of over \$1.8 million at the Boys & Girls Club, and almost \$450,000 at the Burbank City Employee Association. At the Burbank City Federal Credit Union, my Supervisory Committee duties include oversight of decisions from Executive Staff and the Board of Director's, including the auditing of operational, compliance and policy functions.

What are your goals in serving as the City Treasurer?

I have the following goals and objectives if chosen for the position of City Treasurer:

- To continue the safeguarding of City funds. I have spent a portion of my career protecting employees and I will bring that same commitment to protecting City funds.
- To immerse myself in the specifics of the position and search out new efficiencies and best practices. My library background will enable me to research the position quickly while my labor experience allows me to hit the ground running having already worked side by side with the City Executive Team.

APPLICANT'S NAME: Borders, Darrin Garret

- To increase and reinforce the public awareness for trust in the department. In these trying times, it's important that there be trust from the community and I will work to maintain the good reputation already established while increasing transparency wherever possible. I have spent my 28-year career with the City performing customer service roles to this community and I will continue to do so in this position.
- To enhance the department's relationship with the Finance department. Both departments work closely together and my goal will be to apply my Information Technology background towards completing the work goals set for 2012-13. I had an active role when the Burbank Libraries first automated and I can bring that leadership to implementing the new business software products and electronic payment systems.
- To position the department to take advantage of the future upturn in the economy while protecting against the current market volatility. Protecting City funds is the number one priority and maintaining the appropriate levels of liquidity is essential for the daily operations of the City. Producing a higher yield on idle funds should also be considered but not at the expense of safety or liquidity. My work as a Trustee will enable me to look at future opportunities with an experienced eye and not be swayed by the positive or negative volatility in today's economy. The current conservative approach has produced good results and I will continue to build on that tradition in a responsible manner.